

Goal 1

Training

To provide comprehensive training to all employees on civil rights issues.

Objective	1. Conduct 10 field office and 1 RC&D office civil rights compliance reviews.	2. Issue quarterly e-mail containing information on various civil rights/equal opportunity/diversity issues.
Desired Results	Greater understanding of civil rights issues by committee members and provide individual training to field office employees.	All employees receive civil rights/equal opportunity/diversity information,
Product or Service to be Delivered	Training	4 e-mails
Tool to Measure Impact	Compliance Review Questionnaire Close-out interview Question on Title VI and VII	Number of employees receiving e-mail messages.
Standard for Success	All participating employees complete questionnaire. Committee member reports findings of close-out interview at next CR Committee mtg. Office personnel can identify differences between Title VI and VII	All employees receive e-mail messages.
Time Frame	Completed by September 30, 2003	E-mails issued quarterly
Responsibility	As assigned by committee chairperson	Dexter Sapp
1st Quarter Progress		
2nd Quarter Progress		
3rd Quarter Progress		
4th Quarter Progress		
Cost		

Goal 1

Training (continued)

To provide comprehensive training to all employees on civil rights issues.	
Objective	3. Maintain web page for civil rights program in Louisiana including posting minutes and business plan.
Desired Results	Employees and customers will become more aware of the civil rights program in Louisiana.
Product or Service to be Delivered	Web Page
Tool to Measure Impact	Number of visits (hits) to web page.
Standard for Success	At least 10 visits (hits) to civil rights web page each month.
Time Frame	Ongoing
Responsibility	
1st Quarter Progress	
2nd Quarter Progress	
3rd Quarter Progress	
4th Quarter Progress	
Cost	

Goal 2

Program Delivery

Promote field office participation in program delivery to all clients.			
Objective	1. Assist in development of a government-to-government agreement with an American Indian tribe.	2. Publish community based organization directory on the web page.	3. Assist with three statewide outreach efforts.
Desired Results	Promote field office participation in program delivery to an American Indian tribe.	Provide the field offices and RC&D offices with a tool to increase distribution of program information in order to reach a larger clientele.	Promote field office participation in program delivery to all clients.
Product or Service to be Delivered	Agreement	Web Page	Outreach event
Tool to Measure Impact	Number of contacts made by NRCS personnel in Louisiana with American Indian tribe.	Number of hits on the directory.	Number of outreach events. Number of attendees.
Standard for Success	At least 10 contacts with American Indian tribe.	At least 30 hits on the directory.	At least 3 outreach events are conducted. At least 20 people attend each event.
Time Frame	September 2003	September 2003	September 2003
Responsibility			
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost			

Goal 2

Program Delivery

Promote field office participation in program delivery to all clients.			
Objective	4. Procure and distribute Title VI and VII information card to new employees.	5. Work with Southern Univ. Coop. Ext. Program, La. Family Farm Tech. Assistance Program, and Southern Univ. College of Ag. Family and Consumer Sciences	6. Work with other agencies of the State FAC to update the FAC long-range outreach plan.
Desired Results	Employees are able to explain the difference between Title VI and VII.	Ensure program delivery to under-represented groups through partnerships with universities.	Interagency cooperation to enhance program delivery to all clients.
Product or Service to be Delivered	Card	Networking	FAC Long-Range Outreach Plan
Tool to Measure Impact	When asked, percentage of employees who can explain the difference between Title VI and VII.	Number of contacts with organizations.	Number of interagency action items developed to enhance program delivery.
Standard for Success	When asked, 95% of employees can explain the difference between Title VI and Title VII.	At least 20 contacts per year.	At least 5 new interagency action items are developed to enhance program delivery.
Time Frame	September 2003	September 2003	September 2003
Responsibility		Committee Members	Herb Bourque
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost			

Goal 2

Program Delivery

Promote field office participation in program delivery to all clients.	
Objective	6. Monitor parity through Civil Rights Compliance Review Reports.
Desired Results	Ensure program delivery to under-represented groups
Product or Service to be Delivered	Civil Rights minutes report status of parity as reported by civil rights reviews.
Tool to Measure Impact	Parity Reports
Standard for Success	Offices reviewed are in parity
Time Frame	September 30, 2003
Responsibility	Dexter Sapp
1st Quarter Progress	
2nd Quarter Progress	
3rd Quarter Progress	
4th Quarter Progress	
Cost	

Goal 3

Policy

Enhance knowledge of Civil Rights Committee of civil rights policies and laws.			
Objective	1. Review civil rights laws and regulations at quarterly meetings.	2. Participate in department/agency sponsored civil rights training.	3. Two committee members receive formal civil rights training and, in turn, trains other committee members.
Desired Results	Civil Rights Committee members become proficient in civil rights laws and regulations.	Civil Rights Committee members become proficient in civil rights laws and regulations.	Civil Rights Committee members become proficient in civil rights laws and regulations.
Product or Service to be Delivered	Well-trained committee	Well-trained committee	Well-trained committee
Tool to Measure Impact	Pre- and post-survey of knowledge at quarterly meetings.	Pre- and post-survey of knowledge during training sessions.	Pre- and post-survey of knowledge during training sessions.
Standard for Success	Increase in correct answers from pre- to post-survey.	Increase in correct answers from pre- to post-survey.	Increase in correct answers from pre- to post-survey.
Time Frame	Ongoing	Ongoing	September 2002
Responsibility	1 st Quarter - Dexter Sapp 2 nd Quarter - 3 rd Quarter - Barbara Andrus 4 th Quarter -	Civil Rights Committee Members	Committee members to receive training is decided by consensus of committee. Billy Moore will submit names to Personnel for training scheduling.
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost			

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.			
Objective	1. Sponsor a State Conservationists Award for Outreach to be presented at the annual awards luncheon.	2. Develop a poster on the State Civil Rights Committee with focus on strategic plan.	3. Develop Women's Equality Day Poster spotlighting women in conservation in Louisiana.
Desired Results	An increase in numbers of outreach efforts conducted across the state.	Increased employee awareness of civil rights committee.	Positive acceptance of recognition effort.
Product or Service to be Delivered	Award	Poster	Poster
Tool to Measure Impact	Number of outreach efforts conducted	Increase in number of applicants for vacant civil rights committee positions.	Number of positive comments received regarding poster.
Standard for Success	At least 10 outreach efforts are conducted	At least 2 applications are received for every vacancy on the committee.	At least 20 positive comments are received.
Time Frame	Award presented by December 2002	September 2003	July 1, 2003
Responsibility	Dexter Sapp		
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost	\$100.00		

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.			
Objective	4. Host and coordinate BAYOU program event.	5. Host Black History Month special emphasis event. Distribute Black History Month information.	6. Host Women's History Month special emphasis event.
Desired Results	Minority students are given an opportunity to learn about career opportunities with USDA.	Recognition of achievements of African Americans.	Recognition of achievements of women.
Product or Service to be Delivered	Event	Special emphasis event Information	Special emphasis event
Tool to Measure Impact	Number of BAYOU students attending event. Number of events	Number of people attending event.	Number of people attending event.
Standard for Success	At least 20 BAYOU students attend the event. At least one event for FY-03	At least 50 people attend event.	At least 50 people attend event.
Time Frame	September 2003	February 2003	March 2003
Responsibility			
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost			

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.		
Objective	7. Participate or assist with nomination for recognition of individuals for special awards. (Mathew Moore)	8. Develop and distribute e-mails to all employees on special emphasis events.
Desired Results	Recognition of achievements of cooperators.	More offices participate in special emphasis events.
Product or Service to be Delivered	Award Nomination	E-mails
Tool to Measure Impact	Number of nominations developed	Number of special emphasis events hosted in field offices.
Standard for Success	At least one nomination is developed.	At least 10 special emphasis events are hosted by field offices.
Time Frame	September 30, 2003	September 30, 2003
Responsibility		
1st Quarter Progress		
2nd Quarter Progress		
3rd Quarter Progress		
4th Quarter Progress		
Cost		

Goal 5

Recruitment/Retention

Maintain ongoing recruitment effort to meet diversity goals.			
Objective	1. Participate in career days targeting recruitment of individuals from under-represented groups, people with disabilities, and veterans.	2. Provide vacancy announcements to professional NRCS organizations.	3. Review annual Affirmative Employment Plan (AEP).
Desired Results	Enhance the diversity of our agency's workforce.	Provide information on positions available.	Committee becomes aware of recruitment goals for under-represented groups.
Product or Service to be Delivered	Information on employment opportunities	Recruitment effort	Information on recruitment goals
Tool to Measure Impact	Number of career days attended	Number of vacancy announcements distributed.	Recruitment recommendations submitted by committee to State Conservationist
Standard for Success	At least 5 career days attended	All vacancy announcements will be distributed to NRCS professional organizations.	At least 1 recruitment recommendation submitted to State Conservationist
Time Frame	Ongoing	Ongoing	June 2003
Responsibility			
1st Quarter Progress			
2nd Quarter Progress			
3rd Quarter Progress			
4th Quarter Progress			
Cost			

Budget Request

Item	Cost
State Conservationist-s Outreach Award	\$100.00
Title VI and VII Card	\$500.00
Formal Training (NEDS) for Committee Member - Travel	\$500.00
Black History Month Information	\$500.00
Recruitment Career Days (Registration Fees)	\$400.00
Total	\$2,000.00

Budget request submitted by:

Approved by:

Dexter R. Sapp, Chairperson Date
Louisiana State Civil Rights Committee

Donald W. Gohmert Date
State Conservationist